

AGENDA
TOWN OF LAKE COWICHAN
Regular meeting of Council to be held on
Tuesday, October 27th, 2015 at 6:00 p.m.



Page #

1. CALL TO ORDER

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

- (a) Minutes of the Regular Meeting of Council held on September 15th, 2015.

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4. BUSINESS ARISING AND UNFINISHED BUSINESS

5. DELEGATIONS AND REPRESENTATIONS

- (a) Steven Huncombe, Vancouver Island Regional Library re: Community Award of Merit for Use of Wood.

6. CORRESPONDENCE

(a) **Action Items**

1. Ambulance Paramedics of British Columbia re: Downloading of Ambulance Service in the Making.
2. City of Duncan re: Request for Letter of Support.

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- (b) **Information or Consent Items-** (a member may ask that an item be dealt with separately)

7. REPORTS

(a) **Council and Other Committee Reports**

- | | | |
|--|----------------------|-----------|
| 1. Finance & Administration | Councillor McGonigle | |
| • October 13 th , 2015. | | 23 |
| 2. Public Works & Environmental Services | Councillor Austin | |
| • October 6 th , 2015. | | 26 |
| 3. Parks, Recreation & Culture | Councillor Vomacka | |
| • October 6 th , 2015. | | 29 |
| 4. Economic & Sustainable Development | Councillor Day | |
| • October 20 th , 2015. | | 33 |
| 5. Cowichan Lake Recreation Commission | Mayor Forrest | |
| • September 17 th , 2015. | | 36 |
| 6. V.I.R.L | Councillor Vomacka | |
| 7. Ohtaki Twinning Committee | Mayor Forrest | |
| 8. Advisory Planning Commission | Councillor McGonigle | |
| 9. Community Forest Co-op | Councillor McGonigle | |

(b) **Other Reports**

1. Lake Cowichan Fire Department Incident Report for August, 2015.
2. Cowichan Valley Regional District Board Meeting – Councillor Day.
3. Social Planning Cowichan – Councillor Austin.
4. Community Safety Advisory Committee - Councillor Austin.

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(c) **Staff Reports**

8. **BYLAWS**

None.

9. **NEW BUSINESS**

10. **MAYOR'S REPORT**

11. **NOTICES OF MOTION**

12. **MEDIA / PUBLIC QUESTION PERIOD**
- Limited to items on the agenda

13. **IN CAMERA**

14. **ADJOURNMENT**

TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held on
Tuesday, September 15th, 2015



Reg
Oct 27/15
3(a)

PRESENT: Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Bob K. Day
Councillor Tim McGonigle
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Roni-Lee Roach, Executive Secretary

PUBLIC: 8

1. CALL TO ORDER

Mayor Forrest called the meeting to order at 6:00 p.m.

2. AGENDA

No. R.144/15

Moved: Councillor Austin
Seconded: Councillor Day
that the agenda be approved with the following additions
under:

New Business

- Cowichan Valley Regional District Zoning Referral;
- State of the Island Economic Summit on October 28th and 29th, 2015 in Nanaimo, BC; and

In-Camera

- Section 90 (1) (e) land matters.

CARRIED.

3. ADOPTION OF MINUTES

No. R.145/15

(a) Moved: Councillor Day
Seconded: Councillor McGonigle
that the minutes of the Regular Meeting of Council held on
August 25th, 2015 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

(a) Mayor Forrest presented Doug Knott a 35-year bar for his years of service as a volunteer on the Lake Cowichan Fire Department and a certificate from the Fire Commissioner Office.

(b) Mayor Forrest on behalf of Council bestowed the title of Freeman to Mrs. Patricia E. Foster for her work in the community and presented her with a certificate to recognize this honor.

Mayor Forrest spelt out the achievements of Mrs. Foster from her election as School Trustee of School District No. 66 to her retirement from Council in 2008.

Mayor Forrest requested a formal photograph from Mrs. Foster for display in the Council Chambers.

6. CORRESPONDENCE

None.

7. REPORTS

No. R.146/15
Finance and Administration

Moved: Councillor McGonigle
Seconded: Councillor Day
that the minutes of the Finance and Administration Committee meeting held on September 8th, 2015 be approved as presented.

CARRIED.

No. R.147/15
Public Works and
Environmental Services

Moved: Councillor Austin
Seconded: Councillor Day
that the minutes of the Public Works and Environmental Services Committee meeting held on September 1st, 2015 be approved as presented.

CARRIED.

No. R.148/15
Parks, Recreation and
Culture

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the minutes of the Parks, Recreation and Culture Committee meeting held on September 8th, 2015 be approved as amended.

CARRIED.

Economic and Sustainable
Development

No Report.

Cowichan Lake Recreation

No Report.

Next meeting of the Recreation Commission will be held on Thursday, September 17th, 2015.

Vancouver Island Regional
Library

No Report.

Next meeting of the Library Board will be held on Saturday, September 19th, 2015.

Ohtaki Twinning Committee

No Report.

Advisory Planning
Commission

Councillor McGonigle advised that the Advisory Planning Commission will be holding its next meeting on Thursday, September 17th, 2015. He reported that the Commission will be discussing signage updates, columbarium, and subdivision bylaw revisions.

Council was advised that the Saywell Park signage is under construction and that the lettering and coat of arms for the signage will be completed soon. The Commission will now be looking at the proposed signage at the West entrance to Town.

Community Forest Co-
operative

Councillor McGonigle reported on the Forest Co-op's activities and advised that they have been awarded a two-year extension on its license. He further reported that it was working on hosting the BC Community conference in 2016 for an estimated 65 to 90 attendees.

Council was advised that the Forest Co-op has agreed to match any personal donations made to the Kaatza Historical Society in its efforts to fundraise for a structure to house the Wilmer Gold collection, up to a maximum of \$30,000 by the deadline date of December 31st, 2015. A Gala fundraising event is planned for October 17th, 2015 at the Cowichan Lake Recreation's multi-culture room.

Lake Cowichan Fire Department – Incident Report

(b) No Report for August, 2015.

Cowichan Valley Regional District Board

Councillor Day reported on the recent activities of the Regional District which included the following:

- Gas tax dollars used to hire personnel to input data into the asset management program;
- Recruitment drive by North Oyster Fire Department;
- Presentation by Hospice regarding government funded beds at Cowichan Lodge;
- Matter of natural gas at the Bamberton site with an open house scheduled for Wednesday, September 17th, 2015;
- Free transit offered for the Federal election day and Veteran's Day;
- Flood management and the Cowichan watershed;
- Changes to the current animal control bylaw which has been forwarded to staff; and
- Discussions on air quality.

Councillor Day spoke on the Our Cowichan which is a health network for the area and the remarkable work done by this group on health issues affecting the valley.

Councillor Day advised Council members that a public meeting will be held on September 28th, 2015 at the Youbou Hall starting at 7:00 p.m. to discuss the Laketown development proposal.

Social Planning Cowichan

Councillor Austin advised that the Social Planning Cowichan Committee held its meeting on September 28th, 2015 at Community Futures and reported on the Impact of volunteers in organizations.

Community Safety Advisory

Councillor Austin advised that the Community Safety Advisory has distributed its annual report at its meeting of September 3rd, 2015 which entailed the work plan done with youth and the future plans to begin work on senior matters.

No. R.149/15
Development Permit --
137 Cowichan Lake
Road (Lot A, Plan 5580)

- (c)** Moved: Councillor McGonigle
 Seconded: Councillor Austin
 that a Development Permit be issued to Mid-Island Co-operative to undertake improvements as proposed to the property at Lot A, Section 6, Renfrew District, Plan 5580 (137 Cowichan Lake Road), subject to the following conditions:
- 1) Installation of a temporary fence along the Streamside Protection and Enhanced Areas (SPEA) boundary; ideally this is highly visible orange snow fencing;
 - 2) Payment to the Town of \$25,000 as a guarantee for the landscaping buffer and SPEA plantings. This guarantee will be held for two years and released upon satisfactory review by the Town;

- 3) Payment to the Town of \$20,000 as a guarantee for the construction of a new sidewalk along MacDonald Road. The guarantee will be held for five years and released upon satisfactory review of the facility by the Superintendent of Public Works;
- 4) Prior to the commencement of construction of the new sidewalk along MacDonald Road construction drawings shall be submitted for the review and approval of the Superintendent of Public Works in accordance with the following standards and specifications:
 - 1.5 m min. width;
 - Use rollover curb with gutter for the entire length and using the following MMCD standards (Platinum, Volume II):
 - o C3 for the sidewalk;
 - o C4 mountable curb;
 - grooved finish; and
 - detail on how the new sidewalk will tie into the existing sidewalks at both the north and south ends; and
- 5) As per other terms outlined in the Permit.

CARRIED.

8. BYLAWS

None.

9. NEW BUSINESS

- (a) A proposed zoning application to the Cowichan Valley Regional District was referred to council for comment. The application was in reference to a development described as the Laketown Ranch to be located at the intersection of Youbou Highway and North Shore Road.

No. R.150/15
Letter of Support

Moved: Councillor McGonigle
Seconded: Councillor Day
that Council send a letter of support, in principle, for the Lake Town Ranch proposal for its development at the intersection of the Youbou Highway and North Shore Road.

CARRIED.

Council members raised individual concerns over emergency response requirements and the ability of the Town to accommodate additional parking and directed that the proponent be advised of these concerns.

No. R.151/15
State of the Island
Economic Summit

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that two members of Council be authorized to attend the State of the Island Economic Summit to be held October 28th and 29th, 2015 in Nanaimo, BC.

CARRIED.

10. MAYOR'S REPORT

The Mayor presented his report for September, 2015 with the following highlights:

- The honor of Freeman of the Town being bestowed on Pat Foster;

- Doug Knott being recognized for his services through a BC 35-year long Service Award for his commitment to the fire safety of the community;
- Long-time resident George Auger celebrating his 100th birthday on September 27th, 2015;
- Contribution of the Cowichan Lake Community Forest Co-operative through its legacy fund to refurbish the carved murals at the Forest Workers' Memorial Park;
- Council's decision to not initiate a change in the current bylaws with respect to backyard chickens;
- Stage 3 water restrictions being downgraded to Stage 2 on September 18th, 2015; and
- September is Distracted Driving Awareness Month and for residents to take steps to avoid being distracted while driving.

11. NOTICES OF MOTION

None.

12. IN CAMERA

No. R.152/15
In-Camera

Moved: Councillor Day
Seconded: Councillor Austin
that Council close the meeting to the public to deal with issues relating to land matters and negotiation of municipal services under Section 90(1) (e) and (k) of the Community Charter respectively (6:40 p.m.).

CARRIED.

13. ADJOURNMENT

No. R.153/15
Adjournment

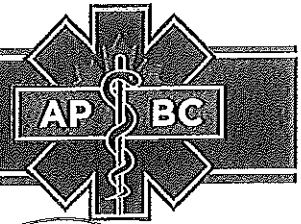
Moved: Councillor Day
Seconded: Councillor Austin
that we arise without report and adjourn (8:20 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Mayor



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September 14, 2015

Mayor Ross Forrest
Town of Lake Cowichan
Box 860, 39 South Shore Rd.
Lake Cowichan BC V0R 2G0

RECEIVED SEP 18 2015

Reg
09/27/15
6(a)

Dear Mayor Forrest & Council:

Re: Downloading of Ambulance Service In The Making

With a recent media spotlight shining on the ongoing dispute between Delta Municipality and the BC Emergency Health Services Commission, which includes Delta training and utilizing their Delta firefighters as emergency medical responders (EMR's), we have been receiving a lot of very legitimate questions such as:

- **What is the basis of the dispute between BC Emergency Health Services Commission and the Municipality of Delta?**
- **Does the medical evidence and research justify sending firefighters to more medical calls?**
- **Is this the downloading of ambulance service?**
- **Are there increased costs and legal liabilities to the municipalities?**
- **How much is this going to cost the taxpayer?**
- **Is what the Municipality of Delta doing legal?**

We thought it was important to give you the facts surrounding the matter, including proposed solutions. While this is an extensive document, we believe it covers all the relative matters in the ongoing Delta/BCEHS dispute and may assist you and your communities going forward.

The British Columbia Emergency Health Services Commission (BCEHS) has expended significant time, energy, and resources to develop a Resource Allocation Plan (RAP), which results in Fire Department First Responders being dispatched to those calls where their skills are expected to make a clinical difference. Evidence shows that these critical interventions are required on a very low proportion of ambulance responses.

Following these changes to the Resource Allocation Plan, which links the caller information to the most appropriate response profile, the City of Delta approached the BCEHS to ask for authorization to increase the number of medical calls their firefighters respond to. This request was based on emotional factors, a desire to limit the stress and anxiety of their residents, rather than upon any medical need. Proposed evaluation criteria was limited to resident satisfaction as determined by Delta. Approval of this request by BCEHS would have flown in the face of clear medical evidence and best practice. We demonstrate in this submission that there is no medical justification for increasing the frequency of Firefighter First Response to medical calls.

Delta affirmed in a presentation to the BC Emergency Health Services Commission Board that with their 165 firefighters spread across 7 fire halls, there would be no additional cost to going to these calls. We clarify that despite Delta's statement to the contrary, the cost of providing the proposed services are significant. Authorization to expand the role of firefighters in medical first response should be seen by other municipalities as a source of downloading that will potentially drive costs within your municipality upwards similar to the per capita and per residence costs currently imposed upon the Delta taxpayer.

We have outlined concerns regarding the training that has already been provided to the Delta firefighters, and with what appears to be operation and training contrary to the requirements of the Emergency Medical Assistant Licensing Board. Our position is that enforcement of existing legislation regarding performance of emergency medical procedures and emergency medical responses must be rigorously enforced for the protection of the public and the profession. We question whether that is currently the case with respect to the Delta Fire Department's activities around medical first response calls.

As the organization representing professional paramedics complying with a required Code of Ethics, we believe it is important for paramedics to know exactly what qualifications, skills, and abilities firefighter first responders have at the scene of an incident, and that this is best achieved through standardized utilization of the already established Emergency First Responder qualification rather than through an eclectic patchwork of municipal approaches.

Finally, as paramedic professionals we have recognized for many years that the level of ambulance resourcing across the Province of BC, and in particular in the Lower Mainland, is inadequate. We continue to advocate for a better level of resourcing for the people we serve. The current pressures being exerted by the City of Delta, and potentially by other fire services, is not about sending fire departments because of a medical need, it is about sending fire departments because the available BC Ambulance resources are not adequate to respond in a timely manner to calls requiring an ambulance response.

BACKGROUND

At the December 4, 2014 meeting, the Board of the British Columbia Emergency Health Services (BCEHS) Commission received a presentation from Mr. George Harvie, Chief Administrative Officer of the Municipality of Delta.

While the historical chain of events is not fully detailed in his presentation, it is apparent from the slides provided at the meeting that attempts were made to seek approval for a course of action prior to bringing the current proposal to the BCEHS. In particular, the Honourable Terry Lake, Minister of Health, was contacted on more than one occasion in attempts to receive approval for Delta's desired course of action.

Minister Lake correctly referred Mr. Harvie to the BCEHS and this direction led to further correspondence between Delta and the BCEHS Board, the creation of a working group, and a collaboration agreement and resource allocation plan that has been approved by Delta Council.

Mr. Harvie made, flowing from a prior presentation to the BCEHS Board, a presentation at the December 4, 2014 meeting.

Without a strict reiteration of the details of Mr. Harvie's presentation (Appendix 1) the gist of the presentation could be summarized as the following positions of the Municipality of Delta:

1. Delta wishes to provide reasonable Fire First Responder service to citizens requiring 911 assistance;
2. The role of the Delta firefighters is acknowledged by Delta as being to stabilize the scene and limit patient stress and anxiety until the arrival of paramedics;
3. Delta wishes a pilot program to be approved **increasing** the number of calls the Delta Fire Department responds to;



4. That all First Responder calls Delta Fire go to would be assigned through the BCAS Dispatch system, linked with E-Comm, in a modified and unique Resource Allocation Plan;
5. That no additional resources are required to facilitate this change as costs are fixed;
6. That on-scene first responder assistance only will be provided in these responses; and
7. That Delta firefighters would remain bound by BCEHS policies, practices and procedures.

In the conclusion to his presentation, Mr. Harvie acknowledged that permission is required from the BCEHS Board to initiate the processes and trial program requested.

THE DELTA ASK

From all of this the question for the BCEHS Board has to be what is Delta actually asking for?

For clarity, they were not asking for any approval to increase the training of their firefighters to the Emergency Medical Responder level. They claim to have already done this, presumably at the expense of the Delta taxpayer.

They were also not asking for permission for their firefighters to perform the few additional skills allowed under an EMR license. They were already practicing at that level, reportedly at the expense and risk of the Delta taxpayers, and without the required permission of the Commission to do so.

Similarly, they were not asking for any additional resources. They claim to already be in such a positive position, with a surplus of resources, that any additional work by their firefighters will be inconsequential. Further, Delta was not asking for a First Responder Agreement as they were presumably in compliance with legislation¹ outlining that only the BCEHS may perform or provide "emergency health services" except where the BCEHS or the Minister of Health authorizes and enters into agreement differently.

What Delta was asking for then is that the BCEHS authorize a special dispensation and agreement that would result in the Delta Fire Department being dispatched to more ambulance calls despite the clinical and medical evidence to the contrary – the same calls that have been determined to warrant or justify the utilization of Fire Department medical first responders in every other community in the Province of BC.

THE PROPOSED EVALUATION

Delta proposed only one-evaluation criteria for the expanded response role of their firefighters, the feedback from their residents. While indicating that the BCEHS will continue to assess medical outcomes, these outcomes are not identified as evaluative or determinative in nature. Other potential evaluative criteria such as cost, procedural benefit, validation of licensure, procedural compliance, response times, or inter-agency conflicts were not addressed.

THE LEGISLATION

It is important to understand legislative requirements and the framework, and to connect the various implications.



The *Emergency Health Services Act*ⁱⁱ (the Act), as amended to January 28, 2015, defines "**emergency health services**" as "first aid or other health care provided in circumstances in which it is necessary to provide the first aid or other health care without delay in order to (a) preserve an individual's life; (b) prevent or alleviate serious physical or mental harm, or (c) alleviate severe pain"

The Act further provides definition of an "**emergency medical assistant**" as being a "person licensed by the licensing board under this Act as an emergency medical assistant".

Section 5 of the act outlines that BCEHS has the responsibility to provide emergency health services:

5.1 (1) The corporation has the following purposes:

- (a) to provide, in British Columbia, ambulance services and emergency health services;
- (b) to provide, in areas of British Columbia that the corporation considers advisable, any urgent health services or ancillary health services the corporation considers advisable;
- (c) to establish, equip and operate, in areas of British Columbia that the corporation considers advisable, centres and stations for the purposes of providing
 - (i) ambulance services and emergency health services, and
 - (ii) the urgent health services or ancillary health services referred to in paragraph (b);
- (d) to collaborate, to the extent practicable, with regional health boards, the Provincial Health Services Authority and societies that report to the Provincial Health Services Authority, facilities and other health institutions and agencies, municipalities and other organizations and persons in the planning and coordination of
 - (i) the provision, in British Columbia, of provincially, regionally and locally integrated ambulance services, emergency health services, urgent health services and ancillary health services, and
 - (ii) the recruitment and training of emergency medical assistants and other persons to provide the services referred to in subparagraph (i);

Section 5 then carries on to outline that no person except the Minister or the Corporation can perform the outlined services unless there is an agreement or authorization from the Minister or the Corporation for the other person to do so.

The reason for identifying these facts is to make it absolutely clear that where firefighters perform emergency health services, which includes emergency medical first response, they are legally entitled to do so only with the consent or agreement, and only to the extent consented or agreed to, of either the Minister or the BCEHS Commission.

The conclusions that must be drawn from this legislation includes that:

- 1) A Fire Department may not offer to respond to calls for emergency medical services except where the Minister or the Commission has consented or agreed that they may; and



- 2) A Fire Department may respond to medical calls only where they are authorized to do so by the Minister or the Commission; and
- 3) The Minister or the Commission has clear authority to place whatever conditions, limitations, or restrictions on the performance of a response to an emergency medical call as they deem necessary.

AMBULANCE PARAMEDICS OF BC (CUPE 873) POSITION

In addition to a role as bargaining agent for Paramedics and Emergency Medical Dispatchers in the Province of BC in the absence of a Professional College of Paramedics, the APBC is also recognized by the Paramedic Association of Canada (PAC) as the Provincial Professional Association representing the practice of paramedics.

In my capacity as President, I have communicated with Ms. Lupini, Executive Vice-President of BCEHS regarding the issue of Delta Firefighters practicing at the Emergency Medical Responder level.

In that correspondence, we identified that this change would not be in the interest of either the patient or the taxpayer. While briefly setting out the responsibility and authority of the BCEHS in this matter, we also identified that the medical evidence did not support expansion of the Delta firefighter skills or sending them on more calls. The performance of CPR, and early defibrillation provide the most clinical value and additional response by firefighters will not result in more critical interventions being performed.

I have also identified a concern that allowing a municipality to take on further responsibility with respect to emergency medical care in the Province would be perceived as further downloading of costs to the municipalities, a broader concern that is not addressed in the Delta proposal.

Further, concern was expressed that expansion of the role of the firefighters would likely put in jeopardy the working relationship between paramedics and firefighters in that municipality.

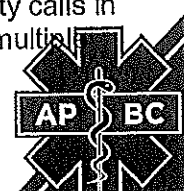
As both the professional representative, and as a Union representing our membership, we have also continuously identified to the Government, to the BCEHS, and to the predecessor Emergency and Health Services Commission, that the root cause of the issue that Delta is trying to address is inadequate ambulance resourcing in the community being served.

Within the past year, utilizing information provided to us by the BCAS, we have provided evidence to the BCAS with respect to the significant ambulance staffing shortages across the Lower Mainland. We presume this information has been shared through the BCAS to the Commission.

Before that, in June 2008 Joint Union-Employer staffing workload report provided recommendations to Government, and to the EHS Commission regarding significant gaps in staffing and response time performance across the Lower Mainland.

Further back, the 2002 Report flowing from a Memorandum of Understanding (MOU 17) identified the same deficiencies. And yet farther back, the 1999 report flowing from MOU14 did the same.

As professional paramedics we are continually challenged with media representation that patients are waiting inordinate periods of time, and that fire departments are waiting on scene with patients that do not require their care or critical EFR interventions. Our Dispatchers are challenged with having to cancel lower priority calls in order to send an ambulance to higher priority calls – sometimes for inordinate distances, and often multiple



times. We have to ask the question, how long is it acceptable for someone with a fracture to lay on the ground before an ambulance comes? How long does a patient presented with abdominal pain have to wait for service? How long is too long when you are the patient waiting on the floor? The answer is not to send firefighters to "limit patient stress and anxiety". It is to have an Emergency Medical Response system designed and in place to provide the required care and transportation of the sick and injured in a timely manner – not just the critical patients, but all patients that require ambulance service.

As professional representatives of the Paramedic Profession, and as the bargaining agent entrusted with ensuring our members are represented, the APBC has no choice but to point out that the BCEHS needs to address the issue of inadequate ambulance resources not only in the Lower Mainland, but as addressed in the Joint Staffing and Workload Committee, across the Province.

QUALIFICATION ISSUES

The Act provides amongst other things for a Licensing Board whose duties and requirements are spelled out in the *Emergency Medical Assistants Regulation*ⁱⁱⁱ (EMA Regulation).

While linkages are created within the Emergency Medical Assistants Licensing Board (EMALB) to the Canadian Medical Association National Occupational Competency Profile^{iv} (NOCP), these standards clearly delineate nationally agreed upon educational and competency standards for Emergency Medical Responder (EMR), Primary Care Paramedic (PCP), Advanced Care Paramedic (ACP) and Critical Care Paramedic (CCP). There is no nationally recognized standard for Emergency First Responder (EFR).

The Canadian Medical Association Conjoint Accreditation program identifies that as of February 5, 2015, there were 64 accredited training programs fulfilling the NOCP criteria, all at the Primary, Advanced, or Critical Care Paramedic level^v. Six of these accredited programs are based in British Columbia. There are however no accredited training programs listed in any province for training at the Emergency Medical Responder (EMR) level. Training at the EMR level is not then subject to independent scrutiny or validation with respect to content or process.

Despite the absence of independent accreditation of the training, the EMALB outlines^{vi} recognition of four training agencies for the provision of EFR training, and 6 training agencies for the provision of EMR training.

The EMA Regulation spells out in detail the duties of the Emergency Medical Assistant Licensing Board (EMALB), various levels of qualification for an Emergency Medical Assistant (EMA), licensure application, maintenance, conditions, and terms for those individuals providing care as an EMA.

EMALB licensure qualifications include as the lowest level the EMA First Responder (EMA FR), and next the EMA Emergency Medical Responder (EMA EMR). Skills performance at any level of EMA is restricted to those outlined in the respective schedule or, where endorsed, to the level of endorsement.

While the specific skills are outlined in the schedules appended to the EMA Regulation^{vii} the details are better outlined in the policies of the EMALB. In actual practice an EMA FR provides a level of advanced first aid and an EMA EMR performs a very slightly higher level of first aid than that of an EFR.

We note that on their website the Municipality of Delta has identified that all applicants to their Fire Department must be licensed as an Emergency Medical Responder or higher to be considered for employment.



We are aware that Delta Fire Department has engaged Iridia Medical to provide both training and medical oversight. In identifying Delta Fire as a client on their website^{viii} Iridia outlines:

Delta Fire and Emergency Services

During the past 10 years Iridia Medical has provided physician oversight for their Delta Fire's first responder training needs. Iridia has enhanced Delta Firefighters training in 3 key enhanced scope training initiatives, Blood Pressure, Epi-Pens and Pulse Oximetry. With Physician oversight by Iridia, those skills are now being utilized by Delta Fire Fighters in their Emergency pre-hospital care response mechanism's. Delta Fire Rescues Services, with input and support from Iridia is currently enhancing their pre-hospital care training to enhance service delivery for their respective communities of North Delta, Ladner and Tsawwassen.

There is no indication or confirmation immediately available to confirm how many Delta Fire staff have successfully completed this training and initiated new treatment protocols as suggested by Iridia, how frequently these treatment protocols have been initiated, or whether they have obtained the requisite licensure and/or endorsements from the EMA Licensing Board for these skills.

We draw the attention of the Commission to the fact that of the 3 key initiatives outlined by Delta as now being utilized by their firefighters in the performance of their duties the Regulations specify:

- a) That taking a blood pressure by auscultation or palpation requires licensure at an EMR level;
- b) That utilization of pulse oximetry requires licensure at an EMR level plus an additional EMALB endorsement; and
- c) That administration of epinephrine requires licensure at and EMA Primary Care Paramedic (PCP) level

We note that while Iridia Medical has reportedly provided this training, the company is not listed by the EMALB as one of the approved training agencies at either the EFR or EMR level.

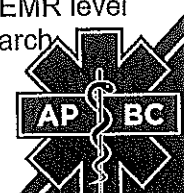
Further, we outline that irrespective of training provided, or local medical oversight through a contracted company, if an individual is not appropriately licensed to perform a medical skill or procedure, they are prohibited by law from doing so. Training does not equal licensure. The information available is unclear as to whether the required licensures and/or endorsements are held by the Delta Firefighter Medical First Responders at this time.

Schedule 3 of the EMA Regulation outlines a Code of Ethics that all license holders are required to follow, including a requirement for a license holder to report any illegal activity to the Board. The absence of full and evident disclosure at the scene of incidents with Firefighter First Responders in conjunction with this Code of Ethics places licensed paramedics working for the BC Ambulance Service in a distinctly difficult situation as they have no ability to know whether the firefighter has the requisite license and/or endorsement for any skills or procedures they may have performed on the patient.

MEDICAL EVIDENCE

From involvement, previous discussions and meetings at various First Responder Committee meetings, we are aware that there have been prior trials with respect to expanding the role of First Responders in the Province.

One of the early initiatives initiated by the Emergency and Health Services Commission (EHSC) which preceded the BCEHS, included the enhancement of training of the Prince George firefighters to the EMR level to determine whether there was any additional clinical value provided. We understand that the research



demonstrated no additional value was demonstrated. The results of this program have not been made publicly available at this point in time.

Another trial program was initiated with the Surrey Fire Department to determine whether firefighters could safely and reliably act as resource gatekeepers, determining upon arrival at the scene whether an ambulance was medically required.

This operational trial, also initiated by the EHSC, had qualified Fire Service First Responders involved in a study to determine whether an ambulance response was required. The study focus was whether an EFR trained fire fighter on scene of a motor vehicle accident could safely and appropriately determine whether an ambulance was in fact required. The corollary to this was the economic evaluation of what ambulance resources would be saved by this response model. The rationale for selecting motor vehicle accidents for this review was primarily the high rate of ambulance cancellation on scene due to patient refusal of service. While the study remains unreported, we understand that it was discontinued from a patient safety perspective. Firefighters trained at the First Responder level, or the higher Emergency Medical Responder level, did not possess the clinical interpretive skills required to consistently and safely determine if the patient required medical care.

Evidence in BC suggests that the level of training of the First Responders does not give them the knowledge and understanding of pathophysiology to safely cancel responding paramedics, or to treat the patient on scene without subsequent transport to hospital.

In a landmark scientifically evaluative research paper on the utilization of First Responders, coincidentally in the Metropolitan Vancouver area, Beringer et al^k determined how often First Responders arrived first on scene, estimated the time interval between first response and EMS response, and examined the frequency and type of interventions performed by First Responders.

Fire First Responder interventions were defined in the following categories:

1. Primary Critical – these had potential to improve outcome where the EFR arrived 1 to 3 minute ahead of EMS and included airway manoeuvres, insertion of an oral airway, assisting ventilations, performing CPR, use of an automated external defibrillator, and control of profuse bleeding.
2. Secondary Critical – these were useful but less time dependent and less likely to improve the outcome of the patient, including oxygen administration, administration of oral glucose (sugar) to diabetic patients, extrication from motor vehicles, fire suppression, hazardous material containment, crowd and traffic control and locating patient
3. Non Critical – these other activities were determined to have no impact on patient outcome included patient positioning, splinting of fractures, spinal immobilization, reporting, and assist the paramedic with transport.

The authors determined that First Responders performed critical interventions on only 18% of calls they attended, and in only 36% of calls where they arrived first. Even when "critical" is defined generously it is suggested that many of the lights and siren dispatches of the Fire First Responders were unnecessary. First Responders performed few interventions leading to the statement that the role may be overvalued. They concluded that the only First Responder intervention shown to be effective from the research was defibrillation.



The authors recommended that future research should attempt to identify Dispatch criteria that more accurately predict the need for First Responder intervention, which the BCEHS and the BCAS, have now undertaken in their efforts to reduce unnecessary Fire First Response.

The authors further concluded that First Responder training and continuous quality improvement (CQI) should focus on interventions that are performed with some regularity, particularly oxygen administration.

Since completion of this study, the actual importance of oxygen administration on a routine basis has been addressed more thoroughly in the AHA 2010 guidelines^x which now recommends oxygen administration be withheld in patients presenting with uncomplicated acute coronary syndrome (ACS) symptoms and whose SpO₂ is greater than 94%. Evidence shows that administration of supplemental oxygen for ACS patients can increase coronary vascular resistance, decrease coronary blood flow, increase the size of the infarct, and lead to increased mortality.

In a more recent article, Boland et alxi looked at more than 10,000 patient encounters over 2.5 years in a rural and suburban setting to better understand the broader medical role of firefighters. They studied the arrival order of fire and ambulance and documented the specific interventions provided by firefighters with advanced EMR training.

The ambulance service participating in the review was similar to the BCAS in that it provided Dispatch Service with pre-arrival instruction, advanced life support (ALS), basic life support (BLS) and scheduled medical transport in many communities in and around the study area. Their 60 vehicle fleet covered 1200 square miles and approximately 1 million residents. The involved Fire Departments provided coverage to a subset of this area.

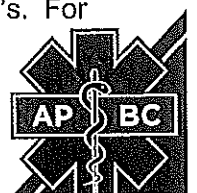
In the system reviewed, the 9-1-1 operator provides the call details to the Fire Dispatcher prior to transfer to the EMS Dispatch Center. The EMS Dispatcher utilizes the Medical Priority Dispatch System (MPDS) to clarify call severity and determines the appropriate ambulance resources to be dispatched. The closest ambulance crew is then dispatched.

Because the dispatching sequence includes notification of fire prior to notification of EMS, the calls are not simultaneously dispatched. In 93% of calls the delay in unit notification related to call forwarding was under 2 minutes. For the study, area Fire Medical Responders (FEMR) were dispatched to all medical calls regardless of severity or need, arriving first on 9001 calls (88%) with an average lead in time of 4.5 minutes.

The firefighter EMR's in this study had a much broader scope of practice than is permitted within that license category in BC. In addition to skills such as AED and CPR they were allowed to perform supraglottic airway placement, administer some medications (glucagon, epinephrine, ASA, nitro, nebulized ventonin) and to start intravenous.

Even with a greatly expanded skill set, the FEMR performed advanced interventions on only a small portion of patients (7.6%) where they arrived at the patient prior to ambulance arrival. The most common interventions were the initiation of an IV in 340 patients (3.8%) or the administration of oral nitroglycerin or aspirin 303 (3.4%).

The research further concluded that time sensitive, or critical, skills such as defibrillation, CPR, airway management, or bleeding control were performed on only 1.7% of patients attended to by the EMFR's. For



the most critical 96 cardiac arrests patients where the EMFR arrived prior to ambulance, they initiated chest compression on only 78%, AED on 44%, and supra-glottic airway placement on 32%.

The authors concluded that while the practice of simultaneous dispatching of fire and EMS was intended to ensure rapid delivery of lifesaving/time sensitive intervention such as early defibrillation, the interventions did not always occur despite the arrival of the EMFR prior to ambulance. While reasons for this reluctance to initiate procedures were not fully explored, there is an anecdotal reference suggesting there were encounters when the AED was not used because ambulance would arrive "soon enough".

With sub-optimal rates of both CPR and AED use, the authors suggest that EMRF should focus on ensuring basic life support interventions are applied consistently before initiating advanced interventions.

In another Canadian study to utilize evidence for the creation of optimal assignment of urban Firefighter First Response to Emergency Medical Services 911 incidents, Craig, Verbeek, and Schwartz developed a comprehensive methodology which has, we believe, been built upon in the current Resource Allocation Plan methodology now utilized by the BC Ambulance Service.

The methodology utilized included evaluation of Fire First Responder (FFR) and EMS arrival times, MPDS call determination criteria, and critical interventions performed. A generalized input-output model was created to consider key factors governing opportunities for FFRs to deliver specific critical medical interventions prior to the arrival of paramedics. When applied to the EMS system's dispatch and clinical data, the model's outputs included a recommended subset of EMS dispatch categories, or determinants, that maximized the the opportunities for FFR interventions while simultaneously minimizing needless FFR responses. The resulting model was then applied to retrospective data set from a large urban EMS system, comparing the model's recommendations with the system's current practices.

Four primary criteria were utilized to determine whether FFR was warranted included key trigger interventions, first on scene rate, non-emergency response cut off point, and a risk benefit ratio. All MPDS determinants were evaluated based on the available data of more than 220,000 responses to determine the likelihood of the patient benefitting from a critical FFR intervention for that determinant.

The determinants MPDS were then ordered in sequence of FFR intervention and an isocost line created to balance the clinical value of a FFR response to the potential societal cost and risk from an emergency response.

When considering the study's FFR trigger criteria (CPR, defibrillation, AED analysis, CTAS-1) a firefighter first response was warranted in 3,067 (1.4%) of the 220,358 incidents.

Using a Pareto distribution chart of MPDS determinants ranked by the descending probability of opportunity for FFR intervention, the calls warranting FFR intervention were found to be heavily clustered in a small number of determinants.

The top 12 determinants, which constituted 2% of all EMS responses, encompassed 41% of all cases warranting FFR intervention. The optimal lights-and-siren cut-off point prescribed FFR response to 27 of 146 MPDS determinants which would result in sending FFRs to a total of 16,091 (7.3%) of the 220,358 incidents. The authors concluded that the model provides for a robust generalized methodology that allows EMS system to optimize FFR lights and siren response to emergency medical calls.



Finally, we would turn to what almost all research is pointing out – that early high quality CPR, and early defibrillation, as part of a comprehensive system is likely the most significant intervention that Fire First Responders can make. Stiel et al^{xii} demonstrated conclusively in the initial Ontario Prehospital Advanced Life Support (OPALS) research that rapid defibrillation by fire departments as part of a comprehensive tiered response process can lead to significant improvements in survival after an out of hospital cardiac arrest event. This research concluded that it is important for communities wishing to improve response times for cardiac arrest to optimize dispatch methods, better deploy EMS, and to utilize first responder defibrillation.

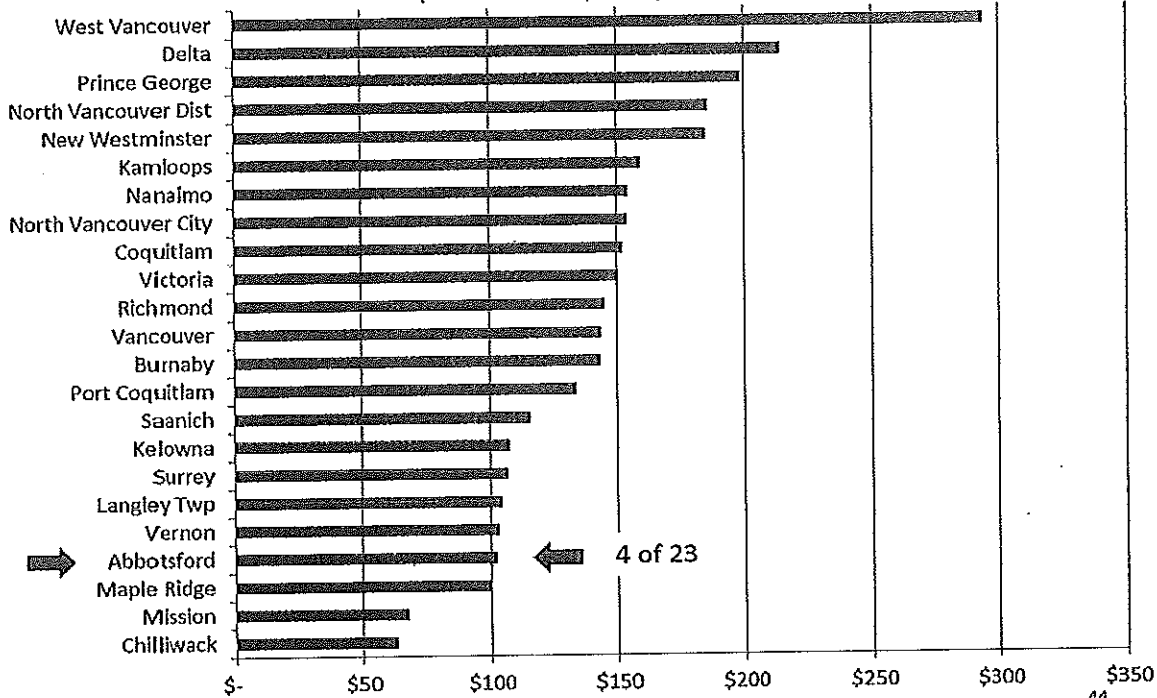
DOWNLOADING OF COSTS

While Delta has specifically indicated that their costs are fixed, and that there is in their view no cost to the provision of Emergency Medical First Response by their Fire Department, this assumption must be dismissed as self serving. Delta has an area of approximately 180 square kilometers, a population of 100,000 and approximately 35,781 private residences according to Statistics Canada^{xiii}. With a reported Fire Department budget in the area of \$22.7 M this works out to a not insignificant \$228 per capita, or \$636 per private residence, per year.

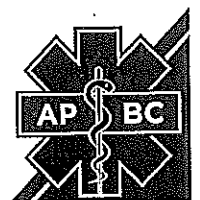
This compares to \$113 per capita, or \$359 per household, in neighbouring Surrey. Or \$119 per capita in Abbotsford, or just under \$150 per capita in Richmond. According to the Ministry of Community, Sport, and Cultural Development, for the 2011 operating year, Delta had the second highest provincial cost per capita for Fire Rescue services, often more than double the cost of cities of comparable size.

Fire Rescue per Capita Expenses - 2011

(BC Cities Over 35,000 Population)



Source: Ministry of Community, Sport and Cultural Development



According to the Delta annual report, the annual response volume for their Fire Department has been in the 5,600 to 5,800 range for the last three years, providing an annual cost per event of a staggering \$3,864. Approximately 55% of this response volume is to medical assist calls, and a further 12% to motor vehicle accidents. Only 9.5% of their response volume is identified as responding to fires.

	2011	2012	2013
Total Responses	5,625	5,836	,5,894
Working Fires	604	579	561
Medical Assist	3,009	3,173	3,249
Motor Vehicle Accident	720	741	715

Table 1 Source: Delta Fire Department 2013 Community Update Report

According to the City of Delta information, they spend more than \$12.5M annually performing Emergency Medical First Response, a significantly larger amount than the BC Ambulance Service spends providing the actual ambulance service delivery that Delta is providing some assistance to.

To suggest that there is no cost related to more than half of the workload for the Delta Fire Department, particularly looking at the provincial comparators for other BC Cities above 35,000 population, is introspective at best.

The point of this summary is to identify clearly to the Commission, and to Government, that there is a significant cost to the performance of First Response. The potential implications for other municipalities as relates to the perception of downloading of responsibilities is significant.

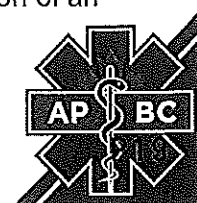
CONCLUSION

Delta is required by provincial statute to have the authorization of the BCEHS, or the Minister of Health, to perform Emergency Medical Response. This authorization should be in the form of a First Responder Agreement between Delta and the Commission which outlines the terms and conditions of such authorization. It is unclear at this time that the practices of the Delta Fire Department are currently in accordance with legislation.

When Delta firefighters perform medical responses, their activities are governed by the terms and conditions of the First Responder Agreement and also by the terms and conditions statutorily imposed through the Emergency Medical Assistant Licensing Board. It is unclear at this time that the practice of the Delta firefighters is in compliance with these requirements.

Finally, the evidence does not support downloading of costs from the Provincial Government to the Delta taxpayer who are already paying some of the highest per capita fire service costs in the Province. Expansion of Firefighter First Responder activity as a substitute for the provision of proper ambulance service is a downloading of costs that is clinically ineffective and unjustified.

Instead, the evidence supports that the current level of ambulance service provided to the residents of Delta by the BCEHS is not adequate. It is the statutory responsibility of the BCEHS to ensure the provision of an



appropriate level of ambulance service to these residents. As professionals, and as paramedics serving communities across this Province, we have advocated for an increase in the level of coverage for many years.

We would like to talk to you more about Paramedic/Ambulance resources needs in your community including potential solutions and advocating on your behalf. Please feel free to contact me at 604-273-5722, or we will be present and available to talk at the upcoming UBCM.

Sincerely,



Bronwyn Barter
Provincial President
Ambulance Paramedics of BC
CUPE Local 873

BB/ki/cope378



ⁱ Emergency Health Services Act, RSPC, 1996, Chapter 182 Section 5

ⁱⁱ Emergency Health Services Act, RSBC, 1996, Chapter 182

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96182_01

ⁱⁱⁱ Emergency Medical Assistants Regulation, B.C. Reg. 210/2010, as amended to B.C. Reg. 76/2014, May 1, 2014

^{iv} <http://paramedic.ca/nocp/>

^v <https://www.cma.ca/En/Pages/paramedicine.aspx>

^{vi} <http://www.health.gov.bc.ca/ema/getting-your-training/index.html>

^{vii} Emergency Medical Assistants Regulation, B.C. Reg. 210/2010, as amended to B.C. Reg. 76/2014, May 1, 2014

^{viii} <https://www.iridiamedical.com/our-clients.htm>

^{ix} Beringer R, Christenson J, Blitz M, Spinelli J, Freeman J, Maddess G, Rae S. Medical role of first responders in an urban pre-hospital setting. CJEM. 199; 1(2): 93-98

^x 2010 AHA Guidelines

^{xi} Boland L, Satterlee P, Fernstrom K, Hanson K, Desikan P, LaCroix B. Advanced clinical Interventions performed by emergency medical responder firefighters prior to ambulance arrival. PEC. Vol 19 (1): 96-102

^{xii} Stiell IG, Wells GA, Field BJ, Spaitte DW, De Maio VJ, Ward R, Munkley DP, Lyver MB, Luinstra LG, Campeau T, Maloney J, Dagnone E. Improved out-of-hospital cardiac arrest survival through the inexpensive optimization of an existing defibrillation program: OPALS study phase II. Ontario Prehospital Advanced Life Support. JAMA. 1999;281(13)

^{xiii} <http://www12.statcan.gc.ca/census-recensement/2011/dp->

[pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=5915011&Geo2=PR&Code2=59&Data=Count&SearchText=Delta&SearchType=Begins&SearchPR=01&B1=All&Custom=](http://www12.statcan.gc.ca/census-recensement/2011/dp-prof/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=5915011&Geo2=PR&Code2=59&Data=Count&SearchText=Delta&SearchType=Begins&SearchPR=01&B1=All&Custom=)





Reg
Oct 27/15
6(a)2

October 22, 2015

File# 1855-02

Town of Lake Cowichan
PO Box 820
Lake Cowichan, BC V0R 2G0

Dear Mayor & Council,

The City of Duncan will be submitting an application to Heritage Canada's, Canada 150 Fund, to secure funding to commission a new Totem Pole to commemorate Canada's 150th anniversary on July 1, 2017, and we are asking for your support. We are required to include two letters in support of this project with the application, and plan to submit it on November 27, 2015.

The proposed project seeks to add a new totem to the City's renowned collection in celebration and recognition of Canada's 150th anniversary - a lasting reminder not only of the milestone event, but themed to highlight and tell the story of Cowichan's important place within Canada during the nation's first 150 years.

The totem will take shape throughout the year leading up to Canada's 150th anniversary. Under the design and artistic supervision of a First Nations artist, it is anticipated that the totem will be carved over a number of months in a central, secure and highly visible location in downtown Duncan (likely Charles Hoey Park) so that the public can view the carver at work and watch the totem progress. Opportunities to participate in the carving process will be available to schools and community groups, and the totem will travel to at least 4-5 community events throughout the year to engage even more of Cowichan's communities and residents in the project.

A traditional ceremony to unveil, raise and bless the totem will be open to the public, planned in conjunction with the community's main Canada 150th anniversary celebration.

We respectfully request your support of this project and have provided a sample letter of support for your convenience.

I look forward to your reply.

Sincerely,

Mayor Phil Kent

CITY OF TOTEMS

200 Craig Street, Duncan, B.C. V9L 1W3 T: 250-746-6126 F: 250-746-6129 E: duncan@duncan.ca W: www.duncan.ca

cowichan

TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee held on
Tuesday, October 13th, 2015



Reg
Oct. 27/15
7(a) |

PRESENT: Councillor Tim McGonigle, Chair
Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Bob K. Day
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

1. CALL TO ORDER

The Chair called the meeting to order at 5:03 p.m.

2. AGENDA

No. FA.044/15

Moved: Councillor Vomacka
Seconded: Councillor Day
that the agenda be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

4. DELEGATIONS AND REPRESENTATIONS

Keith Lawrence, Cowichan Valley Regional District gave a PowerPoint presentation on the Cowichan Valley Regional District's draft Regional Airshed Protection Strategy which was a collaboration of several partners which included the Ministry of Environment and Island Health.

The presentation included an emissions inventory of area sources, point and mobile and the findings from 2010 to present day show emissions as follows:

- opening burning contributing to 53%;
- wood stoves contributing to 23%; and
- pulp and paper contributing to 15%.

5. CORRESPONDENCE

(a) The correspondence received from the Youth Parliament of BC regarding its 87th Parliament was treated as information.

The Committee directed staff to forward the information to the Lake Cowichan School advising that the Town would be agreeable in providing assistance with funding for the applicable registration fees.

6. REPORTS

(a) The financial report for the period ending September 30th, 2015 was treated as information.

The Committee was advised that the annual property tax sale was held on Monday, September 28th, 2015 and that of the

seven properties in the sale, the Town acquired all but two by default.

The Committee was also advised that last year's tax sale resulted in five properties being acquired; two by an outside party and three by the Town, namely 48 Coronation Street (vacant land), 6 Sahtlam Avenue (vacant land) and 250 Neva Road (land and building).

- (b) The Building Inspector's Service Report for September, 2015 was treated as information.

No. FA.045/15
Municipal Hall
Project

Moved: Mayor Forrest
Seconded: Councillor Austin
that the Committee recommend the award of the contract to Levelton Consultants for the amount of \$21,800 plus applicable taxes for review of tender documents and the contractor selection process for the Lake Cowichan Municipal Hall Project.

CARRIED.

7. NEW BUSINESS

- (a) The Committee discussed the matter of the Food Bank and its future use of the Mildred Child Annex Building.

No. FA.046/15
Food Bank – Lease
of 49 South Shore
Road (Mildred
Child Annex
Building)

Moved: Councillor Day
Seconded: Mayor Forrest
that the Committee recommend that the Lake Cowichan Food Bank be given a four (4) month extension of the lease of 49 South Shore Road (Mildred Child Annex Building), with the term to expire February 28th, 2016.

CARRIED.

- (b) The Committee discussed the matter of the Cowichan Lake District Chamber of Commerce and the expiration of its lease on December 31st, 2015 for the Information Centre at 125 South Shore Road.

The Committee directed staff to contact the Chamber of Commerce of its intent to renew the current Fee for Service Agreement for the Information Centre at 125 South Shore Road or allow it to lapse.

No. FA.047/15
Tender Award

- (c) Moved: Councillor Day
Seconded: Councillor Austin
that the Committee recommend that the two tenders submitted by Opus DaytonKnight for the 2015 CCTV inspection and smoke testing programme and the 2015 sewer rehabilitation programme be approved for an expenditure of up to \$130,000, plus applicable GST, with the programme details to be determined by staff.

CARRIED.

No. FA.048/15
Little League
Baseball Field

- (d) Moved: Councillor Day
Seconded: Councillor Vomacka
that the Committee recommend approval of Island Irrigation and Landscaping to supply and install dugouts at the Little League Baseball Field at a cost not to exceed \$17,843.60 plus applicable GST.

CARRIED.

No. FA.049/15
Fire Department –
2016 Budget

(e) Moved: Councillor Day
Seconded: Councillor Vomacka
that the Committee recommend that the Lake Cowichan Fire
Department 2016 budget be approved for \$679,800, as
amended, for submission to the Cowichan Valley Regional
District.

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

None.

10. MEDIA/PUBLIC QUESTION PERIOD

11. IN CAMERA

No. FA.050/15
In-Camera

Moved: Councillor Vomacka
Seconded: Mayor Forrest
that the Committee close the meeting to the public to deal
with issues relating to land and municipal services under
Section 90(1) (e) and (k) of the Community Charter (6:20
p.m.)

CARRIED.

12. ADJOURNMENT

No. FA.051/15
Adjournment

Moved: Mayor Forrest
Seconded: Councillor Day
that we arise without report and adjourn (7:35 p.m.).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2015.

Chair

TOWN OF LAKE COWICHAN
Minutes of Public Works and Environmental Services
Committee held on
Tuesday, October 6th, 2015



Reg
Oct 27/15
7(a) 2

PRESENT: Councillor Carolyne Austin, Chair
Mayor Ross Forrest
Councillor Bob K. Day
Councillor Tim McGonigle
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Dalton Smith, Manager, Cowichan Lake Education Centre
Ronnie Gill, Director of Finance
Roni-Lee Roach, Executive Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 5:04 p.m.

2. AGENDA

No. PW.0027/15

Moved: Councillor Day
Seconded: Councillor Vomacka
that the agenda with the addition of the following items:

Correspondence

- TimberWest re: License Agreement for Waterline and Pumping Station.

Reports

- BC Hydro re: Upgrades to Distribution System.

Public Relations Items

- Watering Restrictions Downgraded to Stage 1 effective October 9th, 2015.

be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

- (a) The Chief Administrative Officer advised the Committee members that a report would be provided on the feasibility of a programme for the recycling of glass and yard clippings.

Councillor Day asked if the Town was in receipt of the report provided by the Regional District on waste composition. The Superintendent, Public Works and Engineering Services advised that he was working with Regional District staff on this matter.

- (b) The Committee members discussed the matter of redesign and utilization of the welcome sign at the Wye Entrance.

Councillor McGonigle advised the Committee that the Advisory Planning Commission was working on a conceptual design with the incorporation of the current bears and that it would bring forward any design and costing for Council consideration.

The Chair requested that input also be sought from the public at the public meeting to be held on November 30th, 2015.

The Superintendent, Public Works and Engineering Services felt that welcome signs at both entrances should be done at the same time as ministerial approval may be required for both locations.

(c) Ongoing Items Still Being Addressed:

- (i) Highway Signage:** No report.
- (ii) Urban Drainage:** The matter has been referred to the November, 2015 meeting with the consultant being invited to that meeting.

The Superintendent, Public Works and Engineering Services advised that Craig Sutherland will come to the meeting to summarize the urban study report. He further advised that many of the recommended upgrades required will need to be prioritized and budgeted and that the report does not cover private properties unless registered through Town easements.

4. DELEGATIONS

None.

5. CORRESPONDENCE

No. PW.0028/15
License Agreement

- (a)** Moved: Councillor McGonigle
Seconded: Councillor Day
that the Committee recommend approval of the renewal of the license agreement with TimberWest Forest Company for a further three year term for the operation of the waterline and pumping station on North Shore Road.

CARRIED.

Councillor McGonigle requested that consideration be given to approaching TimberWest to find out the feasibility of the Town acquiring the waterlot.

Councillor Day further requested that TimberWest be approached to discuss acquisition of all water lots within the municipal boundaries to allow for the municipality to have jurisdiction within the Town for development and access.

6. REPORTS

- (a)** The Superintendent, Public Works and Engineering Services spoke on BC Hydro's proposal to implement upgrades to the distribution system which would include the installation of automatic breakers in the system. These upgrades would take place from South Shore Road up along Stone Avenue and down King George Street and Cowichan Avenue and include 17 existing poles, installation of 5 new poles, replacement of guy wires and changing all the hydro lines with the inclusion of 4 transformers.

7. NEW BUSINESS

- (a)** The Committee members discussed the Bike BC Grant Program funding that was discussed by Minister Stone at the Union of BC Municipalities Conference held in Vancouver, BC.

Councillor Day requested consideration be given to directing the contract planner to bring forward a preliminary plan for submission of an application.

- (b) The Superintendent, Public Works and Engineering Services spoke on the need for a change order on the contract for the Sewer Treatment Plant upgrade and requested approval for the additional expenditure.

No. PW.0029/15
Sewer Treatment
Plant Upgrade –
Change Order

Moved: Councillor McGonigle
Seconded: Mayor Forrest
that the Committee recommend that required change order changes that are within the contractual price for the Sewer Treatment Plant Upgrade contract be dealt with by staff with later communication to Council; and
that the Committee recommend that required change order changes that are outside the scope of the contractual price for the Sewer Treatment Plant upgrade contract be forwarded to Council for approval.

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

- (a) The Committee was advised that the Cowichan Valley watering restrictions will be downgraded to Stage 1 as of October 9th, 2015.

The Committee directed that notification be posted to social media and the public notice board.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PW.0030/15
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Day
that this meeting adjourn. (5:55 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Chair

TOWN OF LAKE COWICHAN

Minutes of Parks, Recreation and Culture Committee held on
Tuesday, October 6th, 2015



Reg
Oct. 27/15.
7(a)3

PRESENT: Councillor Lorna Vomacka, Chair
Mayor Ross Forrest
Councillor Carolyne Austin
Councillor Bob K. Day

REGRETS: Councillor Tim McGonigle

(with prior notice)

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Nagi Rizk, Superintendent, Public Works and Engineering Services
Dalton Smith, Manager, Cowichan Lake Education Centre
Ronnie Gill, Director of Finance
Roni-Lee Roach, Executive Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 6:02 p.m.

2. AGENDA

No. PR.019/15

Moved: Councillor Austin

Seconded: Councillor Day

that the agenda with the addition of the following items:

New Business

- Leave of Absence for Councillor McGonigle.

Public Relations

- Councillor Day re: Kathy Robertson, Community Futures meeting after the next Economic and Sustainable Development Committee meeting.

be approved.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Councillor Day requested that the Kaatza Art Group be leading the Partners In Art Programme for the Trans Canada Trail.

(b) **Ongoing Items:**

(i) **Lake Cowichan Parks and Details:** The Committee determined that the parks tour should be self directed. Councillors Austin and Vomacka are to tour the parks on their own.

(ii) **Riverfront Parkway and Trail Connections:** The Chief Administrative Officer advised the Committee that the contract planner had submitted a report on the matter and suggested it can be brought to fruition only in phases. The Town should contact Telus for an easement or access for the trail connection from the Riverside Park (Duck Pond) bridge and Ohtaki Park to the municipal office.

The Committee discussed the new provincial grant available to municipalities with populations less than 20,000 that was announced at the recent Union of BC Municipalities conference. Councillor Day requested that the matter be referred to the next agenda with guidelines for the grant to be provided.

Mr. Smith will provide a copy of the submission that was submitted by the Town and Lake Cowichan First Nations on the lakefront walkway a few years ago.

The Superintendent, Public Works and Engineering Services advised that the sidewalk design for that section from River Road to the municipal boundary on North Shore Road was nearly completed.

4. DELEGATIONS

- (a) Loretta Puckrin spoke to the Committee on the creation of a Arts Society for the use of the Kasapi Centre.

The proposal request was for the Town to donate the use of the Kasapi Centre building to the Kaatza Arts Society to allow for all types of art and cultural activities for organizations within the community to use for meetings, special events and displays.

The Committee members raised the following:

- Insurance and was advised that the Society would get its own insurance;
- Open time of facility and was advised that it would be open year round;
- Assessment report of the property for hazardous material is to be received shortly;
- Staffing requirements by the Society who would be an employee of the Society.

Councillor Day raised the matter of the information from the Trans Canada Trail on the partners in art programme for 2017 and requested that the information be forwarded to the Kaatza Art Group for its information.

The Superintendent, Public Works and Engineering Services advised that the Trans Canada Trail kiosk signs needed to be upgraded.

5. CORRESPONDENCE

- (a) The correspondence received from Lake Cowichan Minor Baseball Association regarding its request for upgrades to the upper little league field was treated as information.

The Superintendent, Public Works and Engineering Services reported that a quote for \$17,000 has been received for the construction of new dugouts but did not include any irrigation system or public works time.

The Committee directed staff to bring the matter forward to the next Finance and Administration Committee meeting with two quotes provided together with a report on the budget dollars available for 2015 for the project. The Superintendent, Public Works and Engineering Services advised that he would clarify with the Association the matter of storage and requirements for the irrigation system.

6. REPORTS

None.

7. NEW BUSINESS

- (a) The Committee members reviewed the Centennial Park plans and the needs assessment.

The Chief Administrative Officer advised that option 2 was part of the \$500,000 grant that was submitted by the Town and that the Committee needed to come up with its detail plans before March, 2016.

Councillor Vomacka asked that the conceptual plan be brought forward to the November 30th, 2015 public meeting for input.

Councillor Day requested that the conceptual plan be forwarded to the Lake Cowichan School for its input.

The Superintendent, Public Works and Engineering Services cautioned the Committee that no major deviation from the plans that were submitted for the grant application be considered as the grant funds were approved based on those works undertaken.

- (b) The Committee discussed the matter of Lakeview Park Beach and campsite expansion and upgrades as specifically as follows:

- Need for more access to the Lake and River;
- Enhanced signage;
- Development by Lake Cowichan First Nations of campsites with the Town managing this;
- Use of tax monies to compete with private developers;
- The current beach access at Lakeview Park;
- Preparation of a business plan on any investment proposed; and
- Need for a serious look at economic development opportunities in the area.

No. PR.020/15
Leave of Absence

Moved: Councillor Austin
Seconded: Councillor Day
that the Committee recommend a leave of absence for Councillor McGonigle from the Parks, Recreation and Culture Committee held this day.

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

Councillor Day advised the Committee that the Laketown Ranch proposal is being referred to the Regional District for consideration and that it was currently engaging other community members in the discussion.

Councillor Day reported that Kathy Robertson, Community Futures would be attending a meeting after the next Economic and Sustainable Development Committee meeting on October 20th, 2015.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. PR.021/15
Adjournment

Moved: Councillor Austin
Seconded: Mayor Forrest
that we adjourn (7:44 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Chair

(b) Ongoing Items Still Being Addressed:

- (i) Affordable Housing:** The Committee discussed the matter particularly with respect to what the City of Langford is doing in this regard.

Mayor Forrest share his view that the Town should look at communities similar to the Town that are trying to attract development.

Councillor McGonigle shared his view that a region-wide strategy, similar to the water restriction regulations that are in place, should be adopted.

- (ii) Seniors Care Facility:** The Committee was advised that the Age Friendly study has been completed and it requested that the draft be made available for the November 30th, 2015 public meeting. The Chief Administrative Officer advised that the report will be brought forward to the November 10th, 2015 committee meeting.

- (iii) Tourism Cowichan Participation:** Councillor Day reported that Kathy Mailhot would be attending a meeting after the adjournment of this meeting to discuss matters of economic development interest.

The Chief Administrative Officer advised that he had met with Ms. Mailhot to discuss the Town's participation in the Cowichan Vacation guide.

- (iv) Pacific Marine Circle Route:** The Committee discussed the feasibility of partnerships with other communities and within our community.

Mayor Forrest suggested looking at data from the area information centres to gather information on getting visitors to stop and spend their dollars in our community.

- (v) Report from Realtors on Property Sales:** The Committee discussed the feasibility of getting reports from the local realtors on property sales and buyer statistics.

Mayor Forrest suggested inviting the local realtors to a meeting as he felt it was important to know the demographic information of new residents and why these new residents have relocated to the community to aid in future planning and development requirements.

Councillor Austin advised that Maureen Loebus is the new welcome wagon representative for the community.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

None.

7. NEW BUSINESS

- (a) The Committee reviewed the information presented on Bill 18, the new Water Sustainability Act.
- (b) The Committee treated the Building Stronger Communities: Better Services, Economic Growth, Solutions that Work report as information.

The Chair stated that this was a great and fairly lengthy report. It reaffirms what municipalities and regional districts need to do for their respective communities.

- (c) The article "13 Ways to Kill Your Community" was treated as information.

The Committee reported that the matter remain on the agenda so that a few points of the article can be reviewed and discussed at each future meeting.

- (d) Councillor Austin raised the matter of the Town's promotional display and requested that it be made available for the November 30th, 2015 public meeting.

No. SPD.018/15
Leave of Absence

- (e) Moved: Councillor McGonigle
Seconded: Mayor Forrest
that the Committee recommend a leave of absence for Councillor Vomacka from the Economic and Sustainable Development Committee to be held this day.

CARRIED.

8. NOTICES OF MOTION

None.

9. PUBLIC RELATIONS ITEMS

Councillor Austin reported that Homeless Action week held the previous week in Duncan was very well attended and that she had attended the luncheon at that event.

Councillor McGonigle advised that the First Nation's pole raising would occur at the Ts'uubaa-asatx Square on November 14th, 2015.

The public meeting will be held on November 30th, 2015 at 7:00 p.m. at the Centennial Hall.

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

No. SPD.019/15
Adjournment

- Moved: Mayor Forrest
- Seconded: Councillor Austin
- that the meeting adjourn (5:58 p.m.).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2015.

Chair

Minutes of the Cowichan Lake Recreation Commission Meeting held on Thursday, September 17, 2015 in the Cowichan Lake Sports Arena Meeting Room, 311 South Shore, Lake Cowichan BC at 7:00 PM.

PRESENT: Chairperson D. Darling
Mayor R. Forrest
Director I. Morrison
Alternate Director J. Tatham
B. Peters
R. Wise
L. Johnson
E. Fearon

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ALSO PRESENT: J. Elzinga, General Manager, Community Services Department, CVRD
L. Blatchford, Manager, Cowichan Lake Recreation
R. Frost, West Cowichan Facilities Coordinator
T. Kaul, Recreation Programmer, Cowichan Lake Recreation
R. Piechnik, Recording Secretary

ABSENT: Director K. Kuhn

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved as amended with the addition of Welcome and Introductions; and R5 Liquor License Update For Youbou Bowling Lanes.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Cowichan Lake Recreation Commission meeting of July 16, 2015

It was moved and seconded that the minutes be adopted as presented.

MOTION CARRIED

Welcome and introductions.

CORRESPONDENCE

C1 Heart and Stroke Foundation

Letter of request for reduction in rental fees. Possible rental in Spring 2016.

It was moved and seconded that the Heart and Stroke Foundation be granted a 40% discount on two hour room rental rate for the seven week "Living with Stroke" program for each time the programs runs (two times per fiscal year) In the Curling Lounge.

C2 The Old Lake Cowichan Committee Request for rental fees to be waived.

MOTION CARRIED

It was moved and seconded that the rental fee be waived and that staff contact organizers to outline Cowichan Lake Recreation policies and if there is to be a 2016 event that there be sufficient notice for the Commission to consider application for reduced fees.

MOTION CARRIED**INFORMATION**

IN1 Memo, Lake Days Dance - L. Blatchford staff report

It was moved and seconded that the report be received and that staff prepare a report including suggestions regarding the Lake Days Dance to be presented for discussion at the next Commission meeting.

MOTION CARRIED

IN2 Memo, Programmer, Cowichan Lake Recreation Re: Program

Statistics Memo presented to Commission for information purposes only.

REPORTS

R1 West Cowichan Facility Coordinator's Verbal Report

The truck RFP has gone out and the boiler RFP will go out September 18, 2015.

R2 Report, Manager, Cowichan Lake Recreation Re: Honeymoon Bay Community Society's Free Use of Honeymoon Bay Hall

Bay Days did not happen this year. Cowichan Lake Recreation and Honeymoon Bay Fire Department have partnered with the HBCS for the 2016 Bay Days.

It was moved and seconded that the Commission waive the rental fees for HBCS for hall use from September 1, 2015 to August 31, 2016 for the following:

- Monthly Board Meetings (12 meetings)
- Painting Classes (37 classes)
- Walking club (75 visits)
- Pie Baking Days (2 days)
- Movie Nights (11 nights)
- Up to 10 Community Events: (Craft Fair Nov; Christmas Dinner Dec; Volunteer Appreciation Jan; Cabin Fever Market Feb; Senior's Day Feb; Heritage Days May; Canada Day July)

And that staff and HBCS Executive review the current hall conditions of

use policy; key use policy; equipment use information; and the requirement for third party liability insurance as per CVRD policy.

And furthermore, that staff bring this request back to the Commission for review prior to the 2016-2017 hall rental season.

MOTION CARRIED

R3 Directors Morrison and Tatham Re: CVRD Board Update, Verbal Report

Petition process regarding consent for borrowing for a new well; UBCM Convention, reviewed topics of meetings with various Ministers; CVRD watering restrictions back to Stage 2; There are still some priority concerns for the different Electoral Areas regarding watering restrictions.

R4 Mayor Forrest Re: Town of Lake Cowichan Update, Verbal Report

Lake Town Ranch Public Meeting will be held September 28, 2015 at 7:00 pm in the Youbou Hall; Town is on Stage 2 watering restrictions as of September 18, 2015; Totem pole raising will be rescheduled sometime around Thanksgiving; James Van Hebert will be presenting a draft report on his Age Friendly Summary at the 50+ Activity Centre on Saturday, September 19, 2015 at 2:00 pm.; The Town of Lake Cowichan will hold a public meeting inviting the community to bring forward their vision of what they would like to see done at Centennial Park with the Canada 150 funding that has been awarded. Date to be determined.

ACTION: Staff to look in to Letters Patent regarding Area Electoral involvement with Ball Fields.

R5 L. Blatchford, Manager: Liquor License for Youbou Bowling Lanes, Verbal Report

The liquor license for the Youbou Bowling Lanes is now approved for 7 days a week from 11:00 am to 1:00 am. No community concerns.

UNFINISHED BUSINESS

UB1 Johan Maas Model Boat and Car Collection

Discussion to be tabled to the October Commission meeting; Director Morrison updated the Commission on the George Jenkins paintings gift to Honeymoon Bay Community Society.

UB2 Sustainability Plan / Community Consultation Discussion

Update regarding new information based on recent Commission direction.

ACTION: Staff will bring an update to November budget meeting regarding the Asset Management Policy and the Sustainability Plan.

ADJOURNMENT The meeting adjourned at 9:00 pm.

Chair

Recording Secretary

Dated: _____



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

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August 2015 Monthly Incident Report

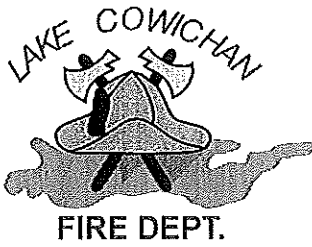
- 1 Business Meeting / Practice
- 4 Practices
- 3 MVA
- 5 Medical Aids
- 1 Officers Meeting
- 2 Reports of Smoke
- 5 Reports of Fire
- 1 Motor Home Smoking
- 1 Report of Leaking Propane
- 2 Hydro Line Fire
- 1 Hydro Line Down
- 1 Tree on Hydro Line
- 1 Brush Fire
- 1 Truck Clean
- 1 Officer's /Monthly Duty Sheets
- 1 Secretary/Treasurer Monthly Stipend

Total Call Outs & Practices

\$11461.51

Grand Total

\$11461.51



Lake Cowichan Fire Department
P.O. Box 31
Lake Cowichan, BC
V0R 2G0
(250)749-3522

Fire Stats August 2015

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
08/04	5:49 PM	7100 Cowichan Lake Rd	Motorhome Smoking	17	1	\$319.12
08/04	7:00 PM	Fire Hall	Business Meeting	20	2	\$713.44
08/08	6:10 PM	279 North Shore Rd	MVA	14	1	\$239.70
08/09	11:04 AM	135 McDonald Rd	Report of Fire/Backyard Burn	19	1	\$334.18
08/10	6:02 PM	256 North Shore Rd	Leaking Propane Tank	16	1	\$297.25
08/10	7:00 PM	Fire Hall	Practice	22	2	\$785.38
08/12	1:17 PM	289 North Shore Rd	Report of Smoke	10	1	\$185.41
08/13	1:37 PM	Hudgrove Rd	Brush Fire	13	1	\$222.34
08/13	5:30 PM	Fire Hall	Truck Check	8	2	\$255.72
08/15	6:45 AM	HWY 18-3KM East of Lake Cowichan	MVA	18	1	\$334.18
08/15	6:48 PM	109-18 King George St	Report of Smoke	2	1	\$38.56
08/17	7:00 PM	Fire Hall	Practice	21	2	\$744.72
08/19	9:17 AM	35 North Shore Rd	MVA	11	1	\$202.77
08/19	8:05 PM	9100 Meades Creek Rd	Medical Aid	11	1	\$204.02
08/21	10:05 AM	181 Johnson Pl	Medical Aid	11	1	\$204.02
08/24	5:33 PM	506 Johel Cr	Medical Aid	13	1	\$241.33
08/24	7:00 PM	Fire Hall	Practice	19	2	\$675.46
08/25	9:35 PM	108 Comiaken	Medical Aid	17	1	\$295.62
08/26	5:09 PM	11 Cottonwood St	Report of Fire	11	1	\$222.05
08/27	4:50 PM	54 Pine St	Medical Aid	12	1	\$276.05

08/28	11:55 PM	Neuffer Mill/Youbou Rd	Report of Fire	14	4	\$1038.60
08/29	5:49 PM	8885 Lakeview Park Rd	Hydro Line on Fire	15	2	\$415.94
08/30	4:03 AM	Neuffer Mill/Youbou Rd	Report of Fire	17	3	\$949.59
08/30	9:49 AM	48 Savoy Rd	Hydro Lines Down	18	1	\$315.57
08/30	12:10 PM	8875 Youbou Rd	Report Of Fire	17	1	\$297.25
08/30	4:30 PM	8511 North Shore Rd	Hydro Line on Fire	11	1	\$202.77
08/30	5:05 PM	8511 North Shore Rd	Tree on Line	13	1	\$239.41
08/31	7:00 PM	Fire Hall	Practice	20	2	\$675.46
08/31		Fire Hall	Officers Meeting	9	2	\$347.04
		Fire Hall	Officer/Duty Sheets	1	2	\$38.56
			Sec/Treasurer Stipend			\$150.00
		Total				\$11461.51